

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
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VACANCY NOTICE

Vacancy Title: **REGISTERED NURSE** (School term position)
2015-16 School year beginning August 7, 2015

Job Order Number: 4091111

Domicile Location: Fulton, MO

Section/Office: Missouri School for the Deaf

Salary: \$36,216 (37,872 BSN) annually (base salary working 209 days)

Deadline: until filled

QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS

Current, active license to practice as Professional Registered Nurse in the State of Missouri.

Two years of experience in health care setting.

One year of supervisory experience in health care setting.

Must meet the required American Sign Language competency level of Intermediate within 3 years of hire date.

(Other qualifications and experience, which in the opinion of the Commissioner of Education meet the requirements of the position may be accepted in lieu of the above.)

EXAMPLES OF WORK PERFORMED

Participates in the development and revision of objectives and the formulation of standards, policies and procedures for the school health program.

Serves as a health consultant to the administration, parents, teachers, and students in matter pertaining to student health.

Maintains records and reports as necessary to carry out activities of the school health program.

Assists in planning for equipment and materials necessary to carry out health program activities.

Provides health counseling and guidance to students upon referrals by School administrator, teachers or other staff.
Makes information available for professional growth and continuing education of Health Center staff.

Contributes to the development of a health curriculum.

Assumes leadership in planning health education specifically related to special health problems.

Assumes responsibility for follow-through with parents and school personnel regarding school emergencies.

Accepts responsibility for planning health inspection screening for minimal classroom interruptions.

Makes teaching health concepts a part of the nursing services to the students.

Supervises the work of staff nurses and nursing assistants.

Trains and evaluates Health Center staff's performance.

Assumes responsibility for scheduling Health Center staff to insure coverage for care and switchboard duties.

Assumes responsibility for providing leadership in establishing, revising and improving professional standards of school nurses.

Assists in the identification of exceptional children and participates in joint planning to meet their health and health education needs.

Accepts a consulting role for the in-service health education of all school personnel.

Performs other duties as assigned.

APPLICATION PROCEDURE

Complete a DESE application online at

<http://dese.mo.gov/financial-admin-services/human-resources/application-process>

Please attach a scanned copy of your transcripts with the application. You will receive an e-mail confirmation when your application is received online.

NOTE: If a college degree is a requirement for this position, transcripts MUST be submitted with the application in order to be considered for employment. Failure to include transcripts (when required for the position) with your application will eliminate the application from the review process.

We do not keep applications on file to submit for other vacant positions. You must submit an application for each vacant position you are applying for.

BENEFITS (FOR A SCHOOL TERM POSITION)

ANNUAL LEAVE: Accrue approximately 10 hours per month for new school term employees, longer term State employees can earn more. Prorated leave for part-time employees in eligible positions.

SICK LEAVE: Accrue approximately 10 hours per month. Prorated leave for part-time employees in eligible positions.

HOLIDAYS: 11 holidays per year.

RETIREMENT: Coverage provided through the Missouri State Employees Retirement System (MOSERS).

LIFE INSURANCE: Term life insurance coverage, equal to one times employee's annual salary, through the Missouri State Employees Retirement System.

OPTIONAL LIFE INSURANCE: Optional term life insurance available with maximum coverage of six times member's annual salary. Plans are also offered for spouse and dependents. Premiums paid by employee.

CAFETERIA PLAN: Easy tax savings on employee's cost for qualified payroll-deducted insurance plans, medical care, and dependent care.

HEALTH PLANS: Employer-paid/subsidized plans available the first day of the following month after employment.

DENTAL PLANS: Delta Dental insurance coverage is available.

VISION PLAN: Vision Service Plan (VSP) is available.

DEFERRED COMPENSATION: A payroll deduction deferred compensation plan available to defer taxes until retirement by investing in mutual funds and a fixed income account is currently provided.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

Missouri Department of Elementary and Secondary Education is an Equal Opportunity Employer. If you have special needs addressed by the Americans with Disabilities Act (ADA), please contact Human Resources at (573) 751-9619, through Missouri Relay System at (800) 735-2966, or via email at hr@dese.mo.gov.

To Our Applicants with Disabilities: For assistance with any phase of the Department process, please notify the Director of Human Resources at (573) 751-9619. Reasonable attempts will be made to accommodate special needs.

TTY/TDD users: Relay Missouri service (800) 735-2966.

NOTICE OF NON-DISCRIMINATION

It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator–Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number (573) 526-4757 or TTY (800) 735-2966, fax (573) 522-4883, email civilrights@dese.mo.gov.